



Medical Administration - Utilization Management Unit **Registered Nurse II**

Managed Care Services (MCS) –Medical Administration -Utilization Management Unit is seeking qualified individuals to perform utilization review functions. We will accept resumes from those who wish to transfer on a lateral basis, and those who are on a qualifying list.

Responsibilities included but not limited to:

- Performs prospective, concurrent and retrospective medical claim reviews
- Prepares Utilization Review Case summaries for physician review and determination
- Prepares Notice of Action letters
- Provides consultation and technical assistance to DHS County sites and Private/Contracted DHS Providers
- Perform concurrent review of patient receiving care in acute care hospitals and issues authorizations based on appropriateness and medical necessity, as needed

Desirable Qualifications:

- Acute care experience in Medical/Surgical or Pediatric or OB/GYN; AND/OR demonstrates knowledge in Medical/Surgical or Pediatric or OB/GYN
- Knowledge in Utilization Review and Managed Care/Medi-Cal Programs
- Computer literate, Microsoft Word and Excel
- Good oral and written communication skills
- Ability to work independently with minimum supervision
- A Bachelor's degree in Nursing or other health-related field or Two years' experience as an active California registered nurse.

Please submit your Letter of Interest; Resume; most current Two (2) years of Performance evaluations and attendance records. References upon request to:

MCS Utilization Management Unit
1000 South Fremont Avenue
Building A-9 East, 2nd Floor, Unit #4
Alhambra, CA 91803

Attention: "Marilu" Maria Molina - mamolina@dhs.lacounty.gov
Phone: (626) 299-5547 Fax: (626) 299-7260

***Resumes will be reviewed and highest qualified candidates will be contacted for interviews
Will remain posted and resumes accepted until the needs of the service are met***

This is not an official Civil Services Examination